

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: ON-LINE CASH REQUEST HANDBOOK

The purpose of this information bulletin is to provide an *On-line Cash Request Handbook*. This handbook contains information and procedures that the subgrantee will need to setup the remote MCI dial-up access to the State Job Training Automation (JTA) system. This is followed by a brief discussion of the log-in process that the designated cash request person will utilize to access the Enter Cash Request Information (ECRI) screen from which the actual cash request is made.

If you have any questions concerning the *On-line Cash Request Handbook*, please contact Lynda Lawson, Cash Help Desk, at (916) 654-7868.

/S/ BILL BURKE  
Chief

Attachment is available in our Resource Information Center or by clicking on the link below. Copies may also be obtained by e-mailing JTPD at [JTPD@EDD.CA.GOV](mailto:JTPD@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Gia Valla at (916) 654-7686.

Job Training Automation System On-Line Cash Request Handbook